

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-155

OPEN TO:	In-House Candidates Only	OPENING DATE: September 12, 2012
POSITION:	Mail Clerk (DPO) , FSN-5; FP-9*	CLOSING DATE: September 25, 2012
POSITION NO:	I-55196	
WORK HOURS:	Full-time; 48 hours/week	
SALARY:	*Not-Ordinarily Resident: US\$31,936 p.a. (Starting salary) (Position Grade: FP-9 to be confirmed by Washington) *Ordinarily Resident: Rs.634,206 p.a. (Starting salary) (Position Grade: FSN-5)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Islamabad is seeking an individual for the position of Mail Clerk (DPO) in the Information Management Office.

BASIC FUNCTION OF POSITION:

The Incumbent handles receipt and dispatch of US Mail. Incumbent coordinates mail movement with air carriers, airport authorities and Pakistan Customs officials; monitors and reports mail movement in AMPS (Automated Military Postal System); and performs various administrative tasks involved in postal operations. Incumbent implements DPO rules and regulations; maintains and updates official files, binders, manuals, Postal Bulletins and a publications library; and requisitions Diplomatic Post Office (DPO) equipment and supplies as needed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of ten years of education is required.

2. EXPERIENCE: Two years of mail-handling experience, or one year of mail-handling experience and one year of general labor experience, is required.

3. LANGUAGE: Level III (good working knowledge) Reading/Writing/Speaking of English and level IV (Fluent) Reading/Writing/Speaking of Urdu is required. This may be tested.

4. KNOWLEDGE: Incumbent must have a thorough knowledge of mail handling. Must have a good working knowledge of the organization, functions, personnel, and practices of the agencies and offices to which mail service is provided.

5. ABILITIES & SKILLS: Incumbent must be able to use the hand-held mail scanner and mail scale in order to weigh mail items and compute mail rates. Incumbent must have basic knowledge of MS Office Suite in order to generate schedules and reports; and must be able to track mail movement and report transportation delays and irregularities via the AMPS. Must have good public relations skills to deal with Customs and Airlines officials and to provide postal services to the DPO customers.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) at Pakjobs@state.gov. Paper (hard copy) applications are not accepted. Vacancy Announcement Number (e.g. 12-155) must be mentioned in the subject line.

Incomplete and submissions after closing date will not be considered. Please do not attach any documents with your application at this stage. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 25, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.